

Executive Registry

29-2487/3

DD/A REGISTRY

FILE: Training-6

EMPLOYEE BULLETIN

EB No.

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AGENCY ORIENTATION FOR NEW EMPLOYEES

STAT

1. The Headquarters Regulation regarding orientation of new employees () has been revised to emphasize attendance in formal orientation courses conducted by the Office of Training, in addition to the entrance-on-duty briefings given by the Offices of Personnel and Security.

2. All new employees are to be enrolled in one of two courses--the Introduction to CIA for professionals or the Orientation for New Employees for clerical and technical support personnel. A new employee should attend the appropriate course after one month but no longer than six months following entrance on duty. Deferment beyond six months or a complete waiver must be requested by the employee's supervisor, endorsed by the component head, and approved by the Director of Training. The Director of Training is charged with monitoring compliance and will report to me on a regular basis.

3. Supervisors are reminded of their responsibility for meeting the orientation and training needs of their new employees.



Frank C. Carlucci
Deputy Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES (1-6)